

Company: Design/build company focusing on custom architectural metal work, interior design and furniture design (www.kinandcompany.com - this is only the furniture work)
If interested, email: Joe Vidich, joe@kinandcompany.com

Assistant Construction Manager

Part time

24-32 hours/week

Optional unpaid 30 minute lunch and two 15 minute breaks per 8 hours of work time

Starting salary: \$15-20/hr

Salary growth commensurate with skill

Must have authorization to work in the USA

Description:

You will be assisting in the management and coordination of high-end architecture and furniture projects. You will be asked to think through problems quickly and propose best possible solutions. You will be working closely with the Project Manager and Partners during all phases of a project's development. You will be expected to oversee and track your hours and progress during each job.

Responsibilities and Duties:

- Assist Project Managers with coordination of design details, project schedules and job tracking
- Assist the Production Manager with inventory management and stocking supplies as needed per job
- Packing, loading and securing finished parts for delivery
- Assist f
- Maintaining a clean and organized shop space - daily or weekly cleaning of machines, office and bathroom as required

Job Requirements:

- Familiar with architectural drawings, annotations and standards
- Familiar with Excel and able to enter data in an organized and consistent manner
- Must be able to read, understand and execute projects from production drawings
- Ability to work in organized and efficient manner and take direction from supervisors
- Must be able to perform work tasks individually as well as be a team player
- Excellent verbal and written communication
- Keep a professional demeanor
- Familiarity with metal working tools and detailing is a plus

Training

- Fill out paperwork
- Intro to shop, office and employees
- Review job description, values, and standards for fabrication and finishing
- Explain company structures, areas of business, employee roles